



As the United Nations Interim Administration Mission in Kosovo comes to a close, so will the appointments of all current Kosovo Judges and Prosecutors. The creation of a commission to conduct a comprehensive review of all appointments for judicial and prosecutorial positions in Kosovo is mandated by Section 7 of the United Nations Interim Administration Mission in Kosovo Regulation No. 2006/25, which calls for the establishment by a separate Administrative Direction of the Independent Judicial and Prosecutorial Commission. The Kosovo Judicial Council has the responsibility to recruit and select judges (and prosecutors on an interim basis) under Regulation No. 2005/52. Consistent with these obligations, an "Independent Judicial and Prosecutorial Commission" will be established within the Kosovo Judicial Council for the purpose of conducting a comprehensive Kosovo-wide review to vet and select the individuals who will be appointed to serve as judges and prosecutors until the retirement age determined by law in Kosovo. This process will be governed by the provisions of Administrative Direction 2008/2.

The overall objective of the Project is to contribute to the establishment of an independent and professional judiciary and prosecution service to administer Kosovo justice system in a professional and transparent manner, thus building public confidence and trust in the rule of law. To that end, the Project will implement a thorough vetting process to screen and select candidates for appointment as judges and prosecutors. Applicants will be evaluated and selected based on merit, in terms of professional qualifications and experience, as well as professional and personal integrity.

The United Nations Interim Administration Mission in Kosovo and the European Commission and the Government of the United States of America signed on February 25, 2008 a Memorandum of Understanding to implement the Project, which is funded by the European Union for the amount of Euros 5,000,000 and by the Government of United States (U.S State Department, Bureau for International Narcotics and Law Enforcement Affairs (INL), and U.S Department of Justice) for the amount of US Dollars 880,000. The Project will take place under the overall oversight of the United Nations Interim Administration Mission in Kosovo or the competent successor authority.

The United Nations Office for Project Services (UNOPS) has been selected by the Parties as their Implementing Partner.

The project is seeking highly qualified and motivated individuals for the position IT Assistant based in Pristina, Kosovo.

Vacancy Details

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| Vacancy Code | VA-2008-MKOC-AJP-006 |
| Post Title | IT Assistant |
| Post Level | Local Individual Contractor Agreement (ICA) |
| Project | 00060620 - Appointment of Judges and Prosecutors in Kosovo |
| Duty Station | Pristina, Kosovo |
| Duration | Six months, renewable subject to satisfactory performance |
| Closing Date | 31 May 2008 |

Project Background

The Independent Judicial and Prosecutorial Commission (IJPC) within the Kosovo Judicial Council (KJC), in accordance with its mandate, is responsible for recommending to the Special Representative of the Secretary General or the relevant successor authority, the appointment of all Judges and Prosecutors in Kosovo; the Judges to permanent appointments until the mandatory retirement age. In the first phase, the IJPC will be staffed by international judges and prosecutors. In subsequent phases, local judges and prosecutors will also serve on the IJPC. Its mandate is defined in UNMIK Administrative Direction No. 2008/2; the IJPC is responsible for drafting and adopting Rules of Procedure with respect to the application process and the establishment, composition, and functioning of the IJPC's Evaluation Panels.

The IJPC is assisted in its work by a Secretariat which ensures that all materials required for the professional assessment of prospective candidates are compiled in a thorough and timely manner.

The IJPC Secretariat is composed of the following three units:

- Judicial Vetting Unit;
- Professional Assessment Unit;
- Administration/Finance Unit.

The Judicial Vetting Unit conducts the extra-judicial background vetting of all candidates for the post of Judge or Prosecutor. The Professional Assessment Unit is responsible for compiling the materials required for the assessment of the professional merit of candidates and preparing the candidate files which will form the basis for the assessments conducted by the IJPC Evaluation Panels. The Administration and Finance unit provides the financial and administrative support necessary to maintain the operations of the IJPC.

Duties and Responsibilities

The position is located in the Administration and Finance Unit, Information Technology Services. Under the direct supervision of the IT Specialist, the IT Assistant will assist in the designing and maintenance of websites and intranet. The specific duties of the IT Assistant are as follows;

- Design, produce and maintain project websites and intranet; Determine website goals and objectives;
- Designing and preparing reports, brochures, leaflets, handouts and similar printing layouts;
- Design website content that satisfies the webmaster, website content writers in the organization and website users external to the organization
- Create interactive graphical and video presentations of project;
- Preparing specifications and designing information systems and applications, e.g., to define input/output information, data flow charts, files and database structure;
- Providing operational support to users; analyzing and implementing systems and program changes that result from program or technical advances;

- Convert written, graphic, audio and video components to compatible formats to ensure that the site operates as planned
- Upgrade site content on an ongoing basis to improve and keep the site visually interesting.
- Perform other tasks as may be assigned by the supervisor

Required Selection Criteria

Education/Experience/Language/Competencies

- Completion of secondary school required;
- Industry-approved certification in web technology, design, administration or management
- At least 5 years hands-on experience in web design and managing a large website
- Demonstrable technical proficiency on emerging Internet trends, technology, and tools.
- Good knowledge of the English language.
- Ability to work effectively with minimum supervision and careful attention to details;
- Ability to take initiative, prioritize and coordinate work, handle pressure from strict deadlines;
- Proficiency with DreamWeaver , PHP, Flash MX, Adobe Photoshop, CSS-P, CSS 2.0 and Coldfus
- Advanced web development skills using tools including JavaScript, VBScript and HTML.
- Proficiency in the use of Microsoft Desktop Productivity Suite applications, web protocols includin HTTP, HTTPS, WSFTP, SSL, SOCS, FTP and TELNET
- Proficiency with Windows for servers / XP/2000/2003, relational database technologies, including SQL, MS Access, MYSQL; knowledge of security concepts including VPNs and encryption
- Ability to work under minimum supervision and attention to details;
- Ability to coordinate, plan and prioritize work, handle pressure from strict deadlines and long hours
- Ability to work in a multicultural team environment.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11), to UNOPS Kosovo Office, via e-mail to vacancieskosovo@unops.org. Kindly indicate the vacancy number and the post title when applying (in the subject line by e-mail).